

**AADC (automated area distribution center)**—An area distribution center (ADC) that uses multiline optical character readers (MLOCs), barcode sorters (BCSs), and other equipment designed for processing automation-compatible mail. Also see *ADC*.

**ACS (Address Change Service)**—An automated process that provides change-of-address information to mailers who maintain computerized mailing lists. The information is captured in the Computerized Forwarding System (CFS) units and sent to mailers on electronic media to eliminate manual processing of change information. The cost is less than manual notices.

**ACT (air contract transportation) tag**—A printed tag that bears barcoded information for routing mail containers to be transported by contracted air carriers.

**ADC (area distribution center)**—A mail processing facility that receives and distributes mail destined for specific ZIP Code areas under the Managed Mail Program (MMP). An ADC is one of the points within the national MMP distribution network.

**AE (additional entry)**—A post office other than the office of original entry where a publisher may mail a Periodicals publication.

**AEC (Address Element Correction)**—A process that revises incomplete or incorrect address files and then attaches ZIP+4 and carrier route codes. It involves computer matching of records that cannot be coded using CASS-certified software.

**AIS (Address Information Systems)**—An organizational unit that provides USPS policy and systems on address list services, address correction, forwarding, and other ancillary services. (Also called Address Management.)

**AMC/AMF (airport mail center/airport mail facility)**—A postal facility at an airport that receives, distributes, and dispatches mail transported by air.

**AMS (Alternate Mailing System)**—A procedure that provides for accepting permit imprint mail to ensure proper postage payment and mail preparation without verification by weight.

**AO (autres objets)** (French)—International mail that consists of printed matter, small packets, and matter for the blind.

**AP (accounting period)**—A 4-week period that forms one-thirteenth of the postal fiscal year.

**APO (Army Post Office)**—A military post office, located outside the continental United States, that serves either Army or Air Force personnel. The location of the APO is identified strictly by a ZIP Code.

**ARM (accelerated reply mail)**—Origin caller service provided for reply mail at a postal facility other than the one to which the mail is addressed. Reply mail from the caller's customers is captured by the USPS for either immediate delivery to the caller or reshipment by Express Mail to the caller's address.

**ASF (auxiliary service facility)**—A mechanized facility, usually part of a general mail facility (GMF), that has its own service area and serves as a satellite processing hub for a particular bulk mail center (BMC).

**ASM (Administrative Support Manual)**—The USPS manual that contains policy and procedures for various USPS administrative and support functions, including postal organization, the Inspection Service, communications, government relations, facilities and equipment, support services, procurement and supply, and management of information resources.

**aspect ratio**—As applied to a mailpiece, the length divided by the height.

**BBM (bulk business mail)**—Standard Mail (formerly third- and fourth-class mail) submitted in bulk. The term includes samples, ordinary papers, and circulars.

**BC (barcode)**—A series of vertical bars and half bars that represents the correct ZIP Code information for the delivery address on a mailpiece. The barcode facilitates automated processing by barcode reader equipment. Each numeric digit is represented by a combination of two full bars and three half bars. A complete barcode contains two full bars framing the code; the five, nine, or eleven digits containing ZIP Code information; and a final correction digit that allows the machine to check its reading of the number. See also *DPBC* and *POSTNET*.

**BCR (barcode reader)**—A component in certain mail processing equipment that reads and interprets the barcode previously applied to a mailpiece.

**BCS (barcode sorter)**—A computer-controlled, high-speed machine that sorts letters and cards by using a barcode reader (BCR) to interpret an imprinted barcode. The BCS consists of a mail feed and transport unit, stackers (bins), and associated electronic equipment.

**BMC (bulk mail center)**—A highly mechanized mail processing plant that distributes Standard Mail (A) and Periodicals in bulk form and Standard Mail (B) in piece and bulk form. Also see *ASF*.

**BMEU (business mail entry unit)**—The area of a postal facility where mailers present bulk or presort mail and mail entered under permit imprint for acceptance. The BMEU includes dedicated platform space, office space, and a staging area on the workroom floor. (Also called platform acceptance unit; formerly called bulk mail acceptance unit.)

**BPM (Bound Printed Matter)**—Standard Mail (B) weighing at least 1 pound but not more than 10 pounds that consists of permanently bound sheets of which at least 90% are printed with advertising, directory, or editorial matter (or a combination of such matter).

**BRM (business reply mail)**—A domestic service that allows pieces bearing a specific address or label format to be mailed back to the addressee without prepayment of postage by the sender. Postage and fees are collected when the mail is delivered to the addressee who originally distributed the BRM.

**BRMAS (Business Reply Mail Accounting System)**—An automated means of processing and calculating postage plus fees on prebarcoded BRM. A customer participating in BRMAS may be eligible for the lowest per piece fee available for BRM.

**bundle**—A group of packages secured together into a single piece or unit under the standards applicable to the rate claimed. See also *package*.

**CAG (cost ascertainment group)**—A classification of post offices according to revenue generated.

**CASS (Coding Accuracy Support System)**—A service offered to mailers, service bureaus, and software vendors that improves the accuracy of delivery point codes, ZIP+4 codes, 5-digit ZIP Codes, and carrier route information on mailpieces. CASS provides a common platform to measure the quality of address matching software and useful diagnostics to correct software problems.

**CFR (Code of Federal Regulations)**—A codification of the general and permanent rules published in the *Federal Register* by the executive departments and agencies of the federal government. The *Domestic Mail Manual* (DMM) is incorporated by reference in title 39 of the CFR.

**CFS (Computerized Forwarding System)**—A centralized computerized address label-generating operation that forwards mail for customers who have filed a change-of-address order, performs address correction, and forwards or returns mail that is undeliverable as addressed.

**CMRA (commercial mail receiving agent)**—A private business that acts as the mail receiving agent for specific clients.

**CMRS (Computerized [Remote Postage] Meter Resetting System)**—A system that permits users of approved postage meters to reset such meters electronically at their places of business.

**COD (collect on delivery)**—A service for mailers who need to mail an article for which they have not received payment. The amount due the sender is collected from the addressee. The USPS returns the amount due the sender. COD is available as a domestic service only.

**combined mailing**—A mailing in which individually addressed copies of two or more Periodicals publications or editions are merged into a single mailstream, during production or after finished copies are produced, and all copies are sorted together to achieve the finest presort level possible. Combined mailing is also known as comailing.

**commingle**—To integrate dissimilar mail (such as subscriber and nonsubscriber copies, machinable and irregular parcels) into the same mailing; may require USPS authorization.

**copalletize**—To combine and present together on pallets mail from two or more different or separately produced mailstreams; may require USPS authorization.

**CP (colis postaux)** (French)—International parcel post.

**CPO (community post office)**—A contract postal unit that serves a small community.

**CPP (Centralized Postage Payment) System**—A postage payment procedure that allows publishers of authorized Periodicals publications entered at three or more post offices to pay postage at a single postal facility rather than through accounts maintained at each entry post office.

**CR (carrier route)**—The addresses to which a carrier delivers mail. In common usage, *carrier route* includes city routes, rural routes, highway contract routes, post office box sections, and general delivery units.

**CRIS (Carrier Route Information System)**—A listing of all delivery address range information in a standardized format. CRIS contains schemes for city, rural, and highway contract routes and post office box sections. This information is formatted by ZIP Code, street name, and street number range.

**CRM (courtesy reply mail)**—Preaddressed postcards or envelopes that a mailer provides to its customers both to expedite and to provide more accurate delivery of their responses. Unlike BRM, CRM requires no permit fee and involves no charges for returned pieces because the respondent pays the reply postage.

**CSBCS (carrier sequence barcode sorter)**—An automated machine that performs automated sortation of an individual carrier's mail, allowing the mail to go directly from the automation equipment to the carrier for delivery to postal customers. The CSBCS is a smaller footprint BCS designed for delivery units with 10 or more routes.

**DAL (detached address label)**—Paper or cardboard stock to carry address information when preparing a mailing of unaddressed Periodicals flats, Standard Mail (A) flats or merchandise samples, or unaddressed Bound Printed Matter. Use of DALs is subject to specific standards.

**DBMC (destination bulk mail center) rate**—A discount/rate available to some rate categories of Standard Mail that is properly prepared and entered by the mailer at the BMC or other designated postal facility that serves the delivery address on the mail.

**DDU (destination delivery unit) rate**—A discount/rate available to Periodicals and Standard Mail (A) that is properly prepared and entered by the mailer at the delivery unit that serves the delivery address on the mail.

**DMCS (Domestic Mail Classification Schedule)**—The basic framework for mail classification and postal services and for postal rates and fees, representing the recommendations of the Postal Rate Commission as adopted by the Governors of the Postal Service, under the classification and rate-setting mechanism prescribed by the Postal Reorganization Act (39 USC).

**DMM (Domestic Mail Manual)**—The USPS manual that contains the basic standards governing U.S. domestic mail services; descriptions of the mail classes and special services and conditions governing their uses; and standards for rate eligibility and mail preparation. Domestic mail is classified by size, weight, content, service, and other factors.

**DMU (detached mail unit)**—An area in a mailer's facility where postal employees, assigned to a specific post office, perform mail verification, acceptance, dispatch, or other postal functions.

**DPBC (delivery point barcode)**—A POSTNET barcode that consists of 62 bars with beginning and ending frame bars and 5 bars each for the nine digits of the ZIP+4 code, the last 2 digits of the primary street address number (or post office box, etc.), and a correction digit. The DPBC allows automated sortation of mail to the carrier level in walk sequence.

**DPO (designated post office)**—A post office at which a Centralized Postage Payment (CPP) mailer maintains the account from which postage for mailings is withdrawn. See also *CPP* and *EPO*.

**drop shipment**—Typically the movement of a mailer's product on private (nonpostal) transportation from the point of production to a postal facility located closer to the destination of that product. Express Mail and Priority Mail drop shipment service can be used instead of a private carrier.

**DSCF (destination sectional center facility) rate**—A discount/rate available to Periodicals and Standard Mail (A) that is properly prepared and entered by the mailer at the sectional center facility (SCF) that serves the delivery address on the mail (for Standard Mail) or in its service area (for Periodicals).

**EMMS (Express Mail Military Service)**—An Express Mail service available between the United States and designated APO and FPO addresses that provides Department of Defense and other authorized personnel stationed overseas with an expedited delivery service to or from the United States.

**entry BMC**—A bulk mail center (BMC), including its satellite auxiliary service facility (ASF) unless specified otherwise, at which mail is entered by the mailer. Also see *BMC* and *ASF*.

**entry facility**—The USPS mail processing facility (e.g., BMC) that serves the post office at which the mail is entered by the mailer. (Also called origin facility.)

**entry SCF**—The sectional center facility (SCF) at which mail is entered by the mailer or that serves the post office where the mail is entered. An SCF can have responsibility for an area covering either single- or multi-3-digit ZIP Codes. Also see *SCF*.

**EPO (entry post office)**—A post office at which a Centralized Postage Payment (CPP) mailer deposits mailings to be paid for through an account maintained at the designated post office (DPO). See also *CPP* and *DPO*.

**FASTforward<sup>SM</sup>**—A USPS-licensed automated system that updates addresses by identifying names and addresses for which current change-of-address (COA) orders are on file. A piece updated with *FASTforward* can be delivered directly to the new address instead of forwarded from the old address. The *FASTforward* systems interface with USPS-approved automation systems such as multiline optical character readers (MLOCs) and remote video encoding (RVE) operations. *FASTforward* is available in two applications. The Mailing List Correction application updates computerized name and address mailing lists before mailpiece creation. The MLOC/RVE application provides an "on-piece" address correction during mail processing before deposit into the mailstream.

**FCM (First-Class Mail)**—A class of mail that includes all matter wholly or partly in writing or typewriting, all actual and personal correspondence, all bills and statements of account, and all matter sealed or otherwise closed against inspection. Any mailable matter may be sent as First-Class Mail.

**FIM (facing identification mark)**—A series of vertical bars used by automated postal equipment to identify, orient, and separate business and courtesy reply mail. FIMs are required in the upper right corner of business reply mail.

**FLTS (flats)**—A code used on mail container labels that identifies the contents as flat-size mail (mail that exceeds at least one of the dimensions for letter-size mail).

**FPO (Fleet Post Office)**—A military post office that serves the operating forces of the U.S. Navy and Marine Corps. The geographic location of shore stations is identified by ZIP Code; for operating forces, the ZIP Code identifies the unit but not the location.

**FR (Federal Register)**—A daily weekday publication distributed by the Office of the Federal Register in which certain U.S. Government documents must be published.

**full flat tray**—A tray that is sufficiently filled to allow or require preparation to the corresponding presort destination. A full flat tray contains at least enough pieces so that a single stack of mail lying flat on the bottom of the tray reaches to the bottom of the handholds. Additional pieces must be added when possible to physically fill the tray.

**full letter tray**—A tray filled with faced, upright pieces, to at least three-fourths of its length. Each tray must be physically filled to capacity before the filling of the next tray. A tray with less mail may be prepared only if less-than-full or overflow trays are permitted by the standards for the rate claimed. See also *less-than-full tray* and *overflow tray*.

**full sack**—A sack is considered to be full when the minimum volume standards for the class and rate claimed are met.

**GMF (general mail facility)**—A facility that processes and distributes mail for a specific service area. (Also called processing and distribution center.)

**GPO (general post office)**—The main post office in a city where there are several stations. A GPO provides complete postal services to a specific area.

**HCR (highway contract route)**—A route of travel served by a postal contractor to carry mail over the highway between designated points. Some HCRs include mail delivery to addresses along the line of travel. (Formerly called star route.)

**IMM (International Mail Manual)**—The USPS manual that contains classification regulations and other requirements for mailing between the United States and other countries.

**IMPC (incoming mail processing center)**—A mail processing facility that serves as a hub for incoming mail destined at other processing or delivery facilities in its service area.

**indicia**—Imprinted designation on mail that denotes postage payment (e.g., permit imprint).

**insert**—A letter, card, or similar item placed inside an envelope for mailing.

**ISBN (International Standard Book Number)**—A publication number issued by the Library of Congress that identifies a specific book or other nonperiodical.

**ISSN (International Standard Serial Number)**—A publication number issued by the Library of Congress that identifies a specific periodical (such as a Periodicals publication).

**keyline**—Optional information printed at least two lines above the address or in the lower left corner of the envelope. Under some postage payment systems, the keyline is a required line that contains specific information about the mailpiece.

**less-than-full tray**—A tray that contains mail for the same destination that was not preceded by a full tray for that destination. Less-than-full trays may be prepared only if permitted by the standards for the rate claimed.

**LTRS (letters)**—A code used on mail container labels that identifies the contents as letter-size mail (mail, including cards, that does not exceed any dimension for letter-size mail).

**MACH (machinable)**—A code used on mail container labels that identifies the contents as machinable parcels (mail that does not exceed any dimension for mail that can be processed on mechanized parcel sorting equipment).

**mailing statement**—See *postage statement*.

**MASS (Multiline [OCR] Accuracy Support System)**—A tool similar to Coding Accuracy Support System (CASS) that accesses and checks the address matching software used by customers' multiline optical character readers (OCRs).

**MEPPS (Multiple Entry Point Payment System)**—A procedure that simplifies postage payment and documentation for consolidated mailings generated by computer-supported mailer systems.

**MLOCR (multiline optical character reader)**—An OCR that reads and interprets multiple lines of the delivery address on a mailpiece.

**MM (Managed Mail) tray**—A stackable cardboard or plastic container used with an enclosing cardboard sleeve to transport letter mail to or between post offices.

**MOM (military ordinary mail)**—A type of military mail moved by surface transportation to a gateway facility and from there by air at a specific transportation rate and service standard.

**MPO (military post office)**—A branch of a U.S. civil post office, operated by the Army, Navy, Air Force, or Marine Corps to serve military personnel overseas or aboard ships. Also see *APO* and *FPO*.

**multicoded (also multi-ZIP Coded) city**—A post office assigned two or more 5-digit ZIP Codes. As applied to presort, those post offices listed in L001 to which mail for two or more 5-digit ZIP Codes may be combined at the mailer's option (hence, "optional multicoded city").

**MXD (mixed)**—A code used on mail container labels that identifies the contents as mixed mail for different destinations (such as for multiple ADCs).

**NCD (non-city delivery) office**—A post office with no city delivery routes.

**NCOA (National Change of Address)**—An address correction service that the USPS provides to mailers through USPS licensees. The licensees match mailing lists submitted to them on tape or disk against change-of-address information for the entire country from all Computerized Forwarding System units. NCOA can correct an address before it is used on a piece of mail.

**NDI (National Deliverability Index)**—A tabulated report that allows mailers to compare deliverability factors among several address lists prior to purchase or lease. It identifies and scores seven factors deemed critical for optimum mail processing and delivery.

**NMO (nonmachinable outside)**—A parcel or mailpiece that, because of size, weight, or other characteristic, cannot be safely sorted by mechanized mail processing equipment and must be handled manually. The parcel is called an outside because it cannot be placed in a sack or other mailing container.

**OCR (optical character reader)**—An automated mail sorting machine that interprets the address information on a letter-size mailpiece and sprays the corresponding ZIP Code information onto the piece as a barcode. The OCR consists of a mail feed unit, transport unit, stacker modules, computer with a control system, video monitor, and printer.

**OEL (optional endorsement line)**—A series of specific printed characters on the top line of the address block that identifies the sortation level of a package or bundle. The OEL is used in place of a pressure-sensitive adhesive package label.

**OMAS (Official Mail Accounting System)**—An automated system that provides for entry of data from postage statements for official mail used by federal agencies. The USPS bills the agencies according to OMAS data, and post offices get credit for the revenue. Agencies use data from OMAS to control their postage costs.

**optional (multicoded) city**—See *multicoded city*.

**outsert**—Mailing industry term for an external attachment. (Also called tip-on.)

**overflow tray**—A less-than-full tray that contains all pieces remaining after preparation of full trays for the same destination. Overflow trays may be prepared only if allowed by the standards for the rate claimed.

**package**—A package is a group of addressed pieces assembled and secured together to make up a basic unit of bulk mail for processing purposes. The term is not correctly applied when referring to unsecured groups of pieces placed in trays and identified by separator cards, although package labels and other package identification methods may be used for unsecured groups of pieces as permitted by standard.

**PAL (parcel airlift)**—A special service that provides air transportation for parcels on a space-available basis to or from military post offices outside the contiguous 48 states.

**pallet**—A reusable platform on which mail is stacked to be moved as a single unit. Made of rigid material designed for four-way forklift entry and capable of handling loads of up to 65 cubic feet and 2,200 pounds. A USPS pallet measures 48 by 40 inches. See also *copalletize* and *top cap*.

**PAVE (Presort Accuracy Validation and Evaluation)**—A voluntary program in which the USPS provides testing for certain categories of presort software and hardware products to determine their accuracy in sorting address information according to *Domestic Mail Manual* (DMM) standards and producing standardized supporting documentation.

**Periodicals**—A class of mail (formerly called second-class) consisting of magazines, newspapers, or other publications formed of printed sheets that are issued at least four times a year at regular, specified intervals (frequency) from a “known office of publication.” Periodicals usually must have a list of subscribers and/or requesters, as appropriate.

**permit**—An authorization; typically a mailing permit or an authorization to mail without postage affixed, using an indicia containing specific information.

**piece**—An individually addressed mailpiece. This definition also applies when *piece* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.

**postage statement**—Documentation provided by a mailer to the USPS that reports the volume of mail being presented and the postage payable or affixed, and certifies that the mail meets the applicable eligibility standards for the rate claimed.

**POSTNET (Postal Numeric Encoding Technique)**—The barcode system for encoding the delivery point information and ZIP+4 code information on letter-size and flat-size mailpieces. See also *DPBC*.

**presort**—The process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the rate claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations.

**presort levels**—Terms used for presort levels are defined as follows:

- **firm**: all pieces for delivery at the address shown on the top piece of a package or bundle.
- **carrier route**: all pieces for delivery on the same city route, rural route, highway contract route, post office box section, or general delivery unit.
- **5-digit**: the delivery address on all pieces includes the same 5-digit ZIP Code.
- **5-digit scheme**: the 5-digit ZIP Codes identified in the USPS City State File and processed by the USPS as a single scheme and that, subject to standard, may be presorted together as a single group. The 5-digit scheme sort is always optional.
- **3-digit**: the ZIP Code in the delivery address on all pieces begins with the same three digits.
- **unique 3-digit**: the ZIP Code in the delivery address on all pieces begins with the same three digits as one of the 3-digit areas identified accordingly in L002 (Column A).
- **3-digit scheme**: the ZIP Code on the delivery address on all pieces begins with one of the 3-digit prefixes processed by the USPS as a single scheme (see L003) and that, subject to standard, may be presorted together as a single group.
- **entry SCF 3-digit(s)**: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the postal facility in whose service area the mailer is located.

- **SCF**: the separation includes pieces for two or more 3-digit areas served by the same SCF.
- **ADC/AADC**: all pieces are addressed for delivery in the service area of the same ADC or AADC.
- **ASF/BMC**: all pieces are addressed for delivery in the service area of the same ASF or BMC.
- **mixed** (BMC, AADC, etc.): the pieces are for more than one presort destination.
- **residual [pieces/packages/sacks]**: mail that is left over after completion of a presort sequence. Residual mail, which lacks the volume set by standard to require or permit package or bundle preparation to a particular destination, usually does not qualify for a presort rate. (Also called nonqualifying or working mail.)

**PVDS (plant-verified drop shipment)**—A procedure that enables origin verification and postage payment for shipments transported by the mailer from the mailer's plant to destination post offices for USPS acceptance as mail. PVDS is typically used for mailings for which a destination entry discount is claimed.

**RCSC (rates and classification service center)**—A field office of Business Mail Acceptance that provides guidance to field personnel and customers on mail classification, postage rates, mail preparation, and postage payment programs.

**RPW (Revenue, Pieces, and Weight)**—A postal information system that uses samples of the mailstream to measure it statistically in terms of volume, work content, and revenue.

**RR (rural route)**—A delivery route served by a rural carrier.

**SAM (space available mail)**—Military mail transported by surface means in the United States and by air on a space-available basis to overseas destinations.

**SCF (sectional center facility)**—A postal facility that serves as the processing and distribution center (P&DC) for post offices in a designated geographic area as defined by the first three digits of the ZIP Codes of those offices. Some SCFs serve more than one 3-digit ZIP Code range.

**scheme**—Systematic plan for the distribution of mail to its destination.

**scheme sort**—The distribution of mail to its destination according to a systematic plan determined by the mail processing functional area. Typically, this allows mailers to combine pieces addressed to two or more 5-digit or 3-digit ZIP Code areas.

**SDO (stamp distribution office)**—An office other than the parent sectional center facility (SCF) designated for security reasons to supply stamp stock to post offices.

**skew**—The misalignment or slant of a character, bar, line of characters, or barcode with respect to the bottom or top edge of the mailpiece.

**Standard Mail**—A class of mail consisting ofailable matter that is not mailed as First-Class Mail or entered as Periodicals. Standard Mail includes matter formerly classified as third-class mail and as fourth-class mail. Though combined in Standard Mail, matter from each former class remains subject to separate and specific classification, eligibility, and preparation standards. Matter formerly classified as third-class mail is referred to as Standard Mail (A); matter formerly classified as fourth-class mail is referred to as Standard Mail (B). The unmodified term *Standard Mail* applies to both former third-class mail and former fourth-class mail.

**top cap**—Material that forms a flat, level surface horizontal to the base of a pallet that is used to protect the integrity of the mail under the top cap while also supporting a loaded pallet above. A top cap must be secured to a pallet with either stretchwrap or at least two crossed straps or bands.

**tray**—A container used in both mechanized and nonmechanized postal facilities to hold letters and flats. It is used as a basic unit of mail quantity for purposes of preparing mail to qualify for discounted postage rates. Also see *full flat tray*, *full letter tray*, *overflow tray*, and *less-than-full tray*.

**upgradable mail**—First-Class Mail and Standard Mail that the USPS can process on a multiline optical character reader (MLOCR) to apply a barcode. Upgradable mail is letter-size, automation-compatible pieces, with machine-printed nonscript addresses, an OCR read area and a barcode clear zone meeting reflectance requirements, and paper that can accept ink. Preparation of upgradable pieces is usually simpler than the preparation of nonupgradable mail.

**USC (United States Code)**—The official restatement of the general and permanent laws of the United States; 39 USC contains laws relating to the USPS.

**USPS (United States Postal Service)**—The successor to the Post Office Department, created on July 1, 1971, by the Postal Reorganization Act, as an independent establishment of the executive branch.

**WKG (working)**—A marking used on mail container labels that identifies the contents as mail requiring sorting and distribution.

**ZIP (Zone Improvement Plan) Code**—Established in 1963, the system of 5-digit codes that identifies the individual post office or metropolitan area delivery station associated with an address. ZIP+4 is an enhanced code consisting of the 5-digit ZIP Code and four additional digits that identify a specific range of delivery addresses.

**Overview** The delivery address specifies where the USPS is to deliver a mailpiece. The address must be legible and complete on the side of the mailpiece that bears the postage.

**General Information** (A010) Placement and Location (A010.1)  
The placement of the address can determine mailability of the mailpiece and/or rate and eligibility. See reverse for proper placement of an address block on letter-size and flat-size pieces.

**Complete Addresses** (A010.3) The address must include:

- Intended recipient's name or other designation.
- Delivery address (including street number and name (predirectional, suffix, and postdirectional), post office box number, rural or highway contract route and box number) and secondary descriptor and number (e.g., suite/apt., no., floor) if needed.
- City and state.
- ZIP Code or ZIP+4 code where required.

The address on automation rate mail must be sufficiently complete to enable matching the current USPS ZIP+4 File when using current CASS-certified address matching software (A800.1). Standardized address elements are not required.

**Return Address** (A010.4) A return address tells the USPS where the sender wants the mail returned if it is undeliverable and where the sender will pay any fees due for that mail. A return address is required on certain types of mail. For mail prepared as upgradable mail, the return address must not be in the OCR read area. Mail qualifying for Nonprofit Standard Mail rates must have the name and return address of the authorized nonprofit organization either on the outside of the mailpiece or in a prominent location on the material being mailed (inside the mailpiece) (E670).

**Alternative Addressing Formats** (A040) Simplified addressing: simplified address format ("Postal Customer") is used when general distribution is requested to each customer on a rural route, highway contract route, or to each boxholder at a post office without city carrier service. Government agencies may also use simplified addressing for official matter being sent to all stops on city carrier routes and post office boxholders at post offices with city carrier service.

Occupant addressing: mailer may use "Occupant" (instead of a recipient's name) with a *complete* delivery address on mail intended for selective distribution.

Exceptional addressing: indicates that mailpiece should be delivered to the current resident if addressee has moved. Exceptional addressing may not be used on certain types of mail.

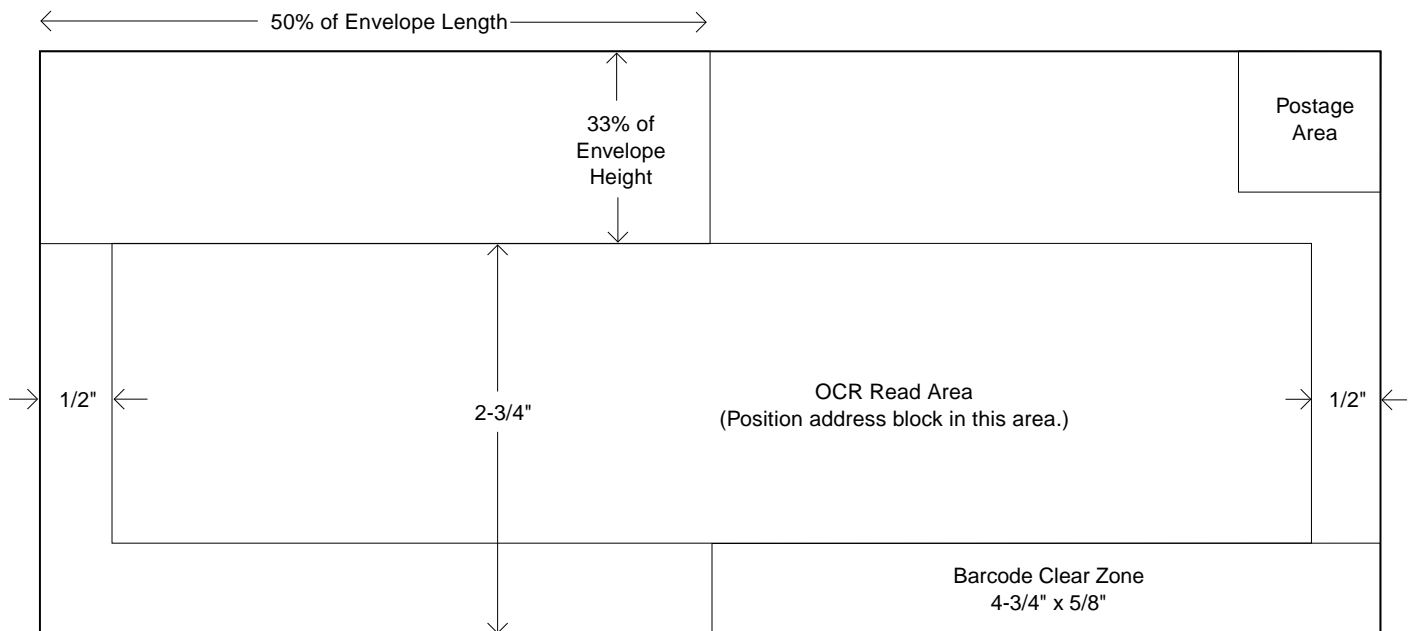
**Addressing Guidelines** The following guidelines for addressing a mailpiece are in USPS Publication 28, *Postal Addressing Standards*:

- Use simple sans serif type with uniform stroke thickness.
- Type or machine-print in dark ink on a light background with a uniform left margin.
- Use uppercase characters throughout the address.
- Left-justify every line in the address block.
- Use two-letter state abbreviations.
- Use one space between city and state, two spaces between state and ZIP+4 code.
- Use appropriate ZIP+4 code (if unknown, use 5-digit ZIP Code).

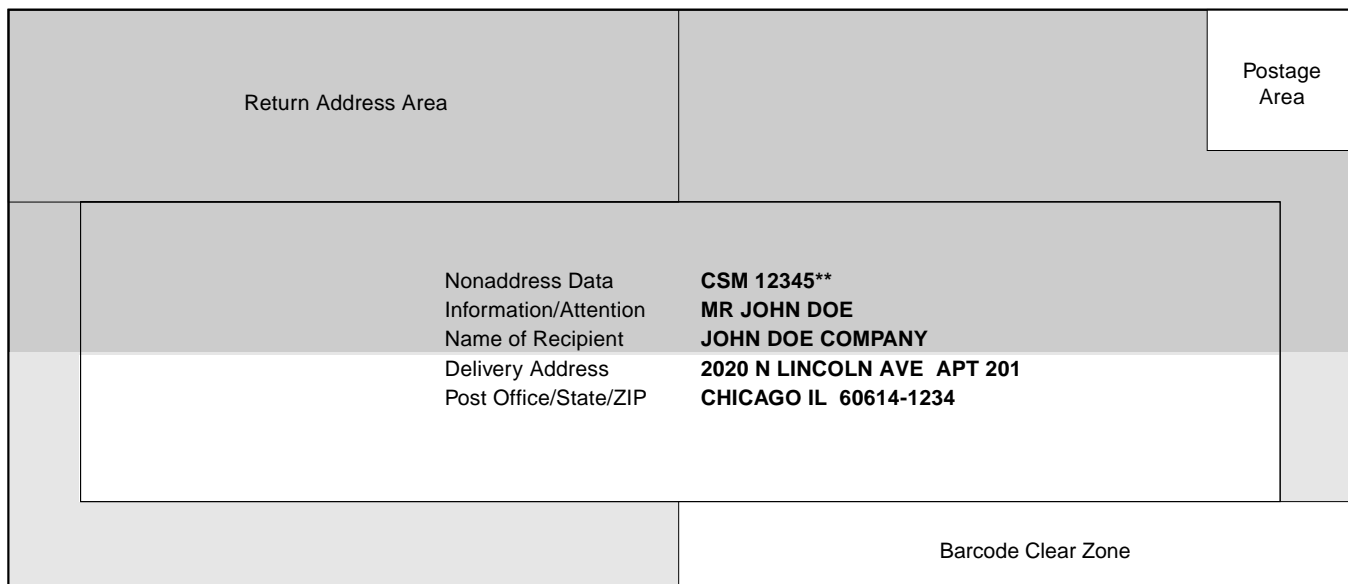
J DOE  
500 E MAIN ST RM 222  
KANSAS CITY MO 64100-1234

Additional Resources:  
Pub. 221, *Addressing for Success*  
Pub. 25, *Designing Letter Mail*  
Pub. 63, *Designing Flat Mail*  
Pub. 353, *Designing Reply Mail*

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.



(Not Actual Size)



Dark shaded area indicates "free space" for nonaddress printing.  
 Light shaded area indicates preferred clear zone to enhance readability.



- What are the Private Express Statutes?** (G011.4) The Private Express Statutes are a group of laws under which the U.S. Postal Service (USPS) has the exclusive right, with certain limited exceptions, to carry letters for compensation. The Statutes are based on the provision in the U.S. Constitution that empowers Congress “to establish Post Offices.”
- What is the purpose of these Statutes?** The Private Express Statutes were adopted to reserve to the U.S. Mail system a sufficient revenue base to enable it to serve all areas of the nation equitably, at uniform rates, including areas where services are not self-sustaining.
- What is a letter?** For the purpose of the Private Express Statutes, a letter is defined as a message directed to a specific person or address and recorded on a tangible object. A more complete definition may be found at title 39, Code of Federal Regulations (CFR), 310.1.
- What do the Private Express Statutes require?** The Statutes provide generally that letters may be transported outside the U.S. Mail system only if appropriate postage is paid and certain other requirements are met. The basic prohibition is against private carriage of letters for other persons without payment of postage.
- Are there any exceptions to the Private Express Statutes?** The law allows for the private carriage of letters under certain circumstances, including letters:
- Sent with and relating in all substantial respects to the cargo that they accompany.
  - Carried by the senders or recipients or their regular, salaried employees.
  - Carried by private hands without compensation.
  - Carried by special messenger on an infrequent, irregular basis for the sender or addressee.
  - Carried to or from a postal facility prior or subsequent to mailing.
- For example, an individual may transport without restriction his or her own letters, or a company its own letters (but not those of a parent or subsidiary) if it uses its regular salaried employees as couriers. Contract couriers would not qualify under this exception to the Statutes.
- More information regarding exceptions and suspensions to the Private Express Statutes is available in 39 CFR 310.3 and 320. In addition, the USPS has suspended the Private Express Statutes for extremely urgent letters (see below).
- What is an extremely urgent letter as defined by the Private Express Suspension?** Certain extremely urgent letters may be carried by means other than the USPS and without the payment of postage. To ensure that this provision is not open-ended, two tests of urgency are prescribed. If either of these tests is met, the suspension applies:
- (1) The letter will lose its value if not delivered within specific urgent time limits, and the private carrier meets that time limit. Specifically, the time limit for this test for letters dispatched before 12 noon and within 50 miles of the intended destination is delivery within 6 hours or by the close of the addressee's normal business day. Delivery of letters dispatched within the same distance after 12 noon and before 12 midnight must be completed by 10 a.m. of the addressee's next business day. For letters sent more than 50 miles, delivery must be completed within 12 hours or by noon of the addressee's next business day.
- or —
- (2) It is “conclusively presumed” that a letter is extremely urgent if the amount paid for the private carriage of the letter is at least \$3.00 or twice the applicable First-Class rate (including Priority Mail), whichever is greater.

Examples of how these tests apply are on the reverse.

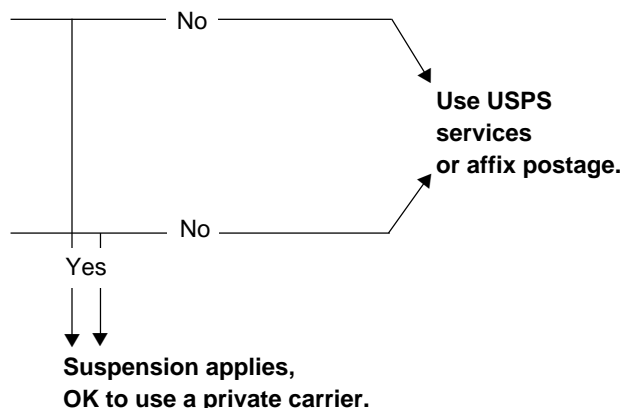
## Criteria for Extremely Urgent Letter Suspension of Private Express Statutes

- (1) Will the letter lose its value or will its usefulness be greatly diminished if it is not delivered within the applicable time limits as described in (1) on the reverse, and will the private carrier complete delivery within the applicable limit?

— or —

- (2) Is the cost of private carriage at least \$3.00 or twice the applicable First-Class rate (including Priority Mail), whichever is higher?

| Letter<br>Weight Not Over | Charges Must<br>Equal or Exceed |
|---------------------------|---------------------------------|
| 6 oz.                     | \$3.00                          |
| 7 oz.                     | 3.40                            |
| 8 oz.                     | 3.86                            |
| 9 oz.                     | 4.32                            |
| 10 oz.                    | 4.78                            |
| 11 oz.                    | 5.24                            |
| 2 lb.                     | 6.00                            |
| 3 lb.                     | 8.00                            |
| 5 lb.                     | 12.00                           |
| 6 to 70 lb.               | twice the zoned rate            |



### Suspension Applies

The headquarters of a city police department each night compiles a list of the license plate numbers and descriptions of automobiles reported stolen within the metro area during the previous 24 hours. This list is delivered by 7 a.m. the following day to each of the local precinct offices located throughout the city. By 9 a.m. that day, the list is circulated for use by law enforcement units operating from each office. Effective police recovery of stolen vehicles depends upon having this information handed out in written form to all units on at least a daily basis. *The private carriage of these lists would qualify under the urgent letter rule.*

A health maintenance organization (HMO) operating its own hospital, clinics, and medical laboratory daily sends test samples and specimens from the HMO's hospital and clinics to its medical laboratory in a different location for immediate analysis. In return, the HMO laboratory sends to the HMO's hospital and clinics the laboratory reports for these samples and specimens on the day that the reports are completed. The reports are then promptly utilized by the hospital and clinics as part of the regular diagnostic procedures. *The private carriage of these reports would qualify under the urgent letter rule.*

See 39 CFR 320.6 for more examples.

### Suspension Does Not Apply

The same police department headquarters also from time to time distributes memoranda for advising the local precinct officers on departmental policy and vacation schedules and for responding to inquiries from the local precinct offices. Nothing substantial turns on whether these memoranda arrive by 12 midnight or by 10 a.m. of the next business day or whether their transmission takes a day or more longer to complete. *The private carriage of these memoranda would not qualify under the urgent letter rule, unless the private carrier charges the greater of \$3.00 or twice the postage for each piece.*

The same HMO's hospital and clinics send requisitions and invoices to the HMO's central office as the need arises for the ordering and payment for goods and services, which are handled centrally. Every other Friday, the central office sends to the hospital and clinics reports and memoranda on expenditures for personnel, supplies, utilities, and other goods and services. Nothing substantial turns on whether these materials arrive the same day or by 10 a.m. of the next business day or whether their transmission takes a day or more longer to complete. *The private carriage of these reports and memoranda would not qualify under the urgent letter rule, unless the private carrier charges the greater of \$3.00 or twice the postage for each piece.*

**Overview** Optional information lines include the optional endorsement line (OEL), carrier route information line, and keyline. The OEL and the carrier route information line may be printed on the mailpiece or label when the address is printed. A mailer's keyline is reserved for the mailer's use except where required by the USPS.

**Optional Endorsement (M013)** Mailers may prepare mailings without applying pressure-sensitive labels to the top mailpiece of packages by using a specific OEL above the address block or on the address label on the top mailpiece of a package.

Type and style:

- Must be in capital letters, Arabic numerals, or asterisks with letter size and line spacing no less than the size and line spacing of the largest letter or character in the address block or any part of the address label.
- Type font must be same as the font used for the address block.

Location and content:

- Right-justified; no characters or marks may appear to the right of the last character of the OEL on the two lines immediately below it.
- Applicable ZIP Code information must be included in the OEL on most packages (see M013.2 for exceptions).

Address Change Service:  
Mailers receiving address corrections through Address Change Service (ACS) may use the first eight positions on the left side of the OEL for the ACS participant code.

**Carrier Route Information (M014)** Packages made up to individual carrier routes, rural routes, highway contract routes, post office box sections, or general delivery units may be prepared without a facing slip if the standards in M014 are met. These standards apply to automation carrier route First-Class, carrier route Periodicals, Enhanced Carrier Route Standard Mail, and carrier route bulk Bound Printed Matter mailings. For preparation of facing slips, see M020.3.

Placement and format:  
Carrier route information consisting of a descriptive prefix (or its abbreviation), plus a route number or numeric code, must be on the top line of the address, either alone or with other optional information. A minimum of 10 spaces must be allowed for carrier route information when included with other information on the OEL. Carrier route information must be preceded by at least two asterisks (\*\*) or other distinctive nonalphabetic or nonnumeric characters. Specific details and examples are in M014. The carrier route information is in addition to the marking standards (M620.1 and M810.1).

Abbreviations:

- The descriptive prefix "carrier route," "rural route," "highway contract route," "post office box section," or "general delivery unit" must be spelled out or abbreviated as shown below.

|                         |   |
|-------------------------|---|
| Carrier Route           | C |
| General Delivery Unit   | G |
| Highway Contract Route  | H |
| Post Office Box Section | B |
| Rural Route             | R |

- The one-character descriptive prefix above must be followed by a 3-digit route or post office box section number.
- Additional standards apply to Periodicals and Standard Mail (A) with a simplified address and no ZIP Code (M014.2).

**Keyline** A mailer's keyline or comparable information may not be placed above or on the same line as the OEL. Authorized Manifest Mailing System mailers must use a keyline as described in P710.3.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.



- Overview** (F010.4) Ancillary service endorsements are used by mailers to request an addressee's new address and to provide the USPS with instructions on how to handle undeliverable pieces. The endorsements consist of one keyword: "Address," "Forwarding," "Return," or "Change," followed by the two words "Service Requested." The endorsements are the same for all classes of mail, but the treatment for each class and applicable charges generally remain the same as the treatment under the previous system of endorsements.
- New ancillary service endorsements take effect July 1, 1997 (see reverse). Endorsements in effect prior to July 1, 1997, will be honored through December 31, 1997. Unendorsed mail received after July 1, 1997, will be handled under the new system.
- General** (M012.4) Proper placement of the endorsement is required. If the endorsement cannot be seen or understood, you might not receive the service requested. A return address as presented in A010 must be used and placed in the upper left corner of the address side of the mailpiece or the upper left corner of the addressing area. If a return address is a multiple delivery address, it must show a unit designation (e.g., apartment number). The endorsement and return address must read in the same direction as the delivery address.
- Other Physical Standards** (M012.4) An endorsement must be printed in no smaller than 8-point type, and it must stand out clearly against its background. Brilliant colored envelopes and reverse printing are not permitted. There must be a 1/4-inch clear space around (above, below, and both sides) the endorsement.
- OCR Read Area** (M012.4) Any printing (including an endorsement or return address) on upgradable letter-size First-Class Mail or Standard Mail (A), or on letter-size ZIP+4 Classroom Periodicals, must not interfere with the delivery address lines within the OCR read area defined in C830.

|   |   |  |
|---|---|--|
| JAMES WARRICK<br>RUSS GALLERY LTD<br>4016 ARAGON DR<br>FORT WORTH TX 76133-5559 | <b>Address Service Requested<sup>3</sup></b>      | Presorted<br>First-Class Mail<br>U.S. POSTAGE PAID<br>Fort Worth, TX 76133<br>Permit No. 1 |
| <b>Address Service Requested<sup>1</sup></b>                                    |   |  |
|   |   | <b>Address Service Requested<sup>4</sup></b>   |
|   | <b>Address Service Requested<sup>2</sup></b>      |  |
|   | HEA RAN CHO<br>10 ELM ST<br>ANYTOWN NY 12345-6789 |  |

The endorsement must be placed in one of these four positions:

- <sup>1</sup> Immediately below the return address.
- <sup>2</sup> Immediately above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
- <sup>3</sup> Immediately to the left of the postage area and below any rate marking.
- <sup>4</sup> Immediately below the postage area and below any rate marking.

The chart on the reverse highlights commonly used endorsements. For a complete listing, see F010.5. For assistance, contact your postal business center (G041).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

For a complete selection of endorsements and USPS actions, see F010.

| Mailer Endorsement<br>and USPS Action   | Fees  |   |  |
|---|---|---|--|
|   | Priority Mail and<br>First-Class Mail                   | Standard Mail (A)   | Standard Mail (B)  |
| <b>Address Service Requested<sup>1</sup></b><br><i>Forwarding and return. New address notification provided.</i>                                  |   |   |  |
| Months 1 through 12: mailpiece forwarded; separate notice of new address provided; address correction fee charged.                                | Forwarding at no charge.                                | Forwarding at no charge.  | Forwarded locally at no charge; out of town as postage due.  |
| Months 13 through 18: mailpiece returned with new address attached.   | No charge.  | Standard Mail (A) weighted fee charged. <sup>2</sup>  | Return postage charged at appropriate single-piece rate.   |
| After 18 months, or if undeliverable: mailpiece returned with reason for nondelivery attached.  | No charge.  | Standard Mail (A) weighted fee charged. <sup>2</sup>  | Returned if undeliverable, or if addressee refused to pay postage due. Forwarding (where attempted) and return postage charged at appropriate single-piece rate. |
| <b>Forwarding Service Requested</b><br><i>Forwarding and return. New address notification provided only for return.</i>                           |   |   |  |
| Months 1 through 12: mailpiece forwarded.   | No charge.  | No charge.  | Forwarded locally at no charge; out of town as postage due.  |
| Months 13 through 18: mailpiece returned with new address attached.   | No charge.  | Standard Mail (A) weighted fee charged. <sup>2</sup>  | Return postage charged at appropriate single-piece rate.   |
| After 18 months, or if undeliverable: mailpiece returned with reason for nondelivery attached.  | No charge.  | Standard Mail (A) weighted fee charged. <sup>2</sup>  | Returned if undeliverable, or if addressee refused to pay postage due. Forwarding (where attempted) and return postage charged at appropriate single-piece rate. |
| <b>Return Service Requested</b><br><i>No forwarding, only return. New address notification provided.</i>  |   |   |  |
| Mailpiece returned with new address or reason for nondelivery attached.   | No charge.  | Standard Mail (A) single-piece rate charged.  | Return postage charged at appropriate single-piece rate.   |
| <b>Change Service Requested</b><br><i>No forwarding or return. New address notification provided.</i>   |   |   |  |
| Separate notice of new address or reason for nondelivery provided; in either case, address correction fee charged; mailpiece disposed of by USPS. | See footnote 3.   | See footnote 1.   | See footnote 1.  |
| <b>No Endorsement</b><br><i>UAA handled by class of mail.</i>   |   |   |  |
|   | Same as USPS action for "Forwarding Service Requested." | Mailpiece disposed of by USPS. (No exception for Single-Piece Standard Mail. Single-Piece Standard Mail must be endorsed if forwarding or return is desired.) | Same as USPS action for "Forwarding Service Requested."  |

<sup>1</sup>Valid for all mailpieces including Address Change Service (ACS) participating mailpieces.

<sup>2</sup>Weighted fee is the appropriate Single-Piece Standard Mail (A) rate multiplied by the factor 2.472.

<sup>3</sup>Option available only via electronic Address Correction Service (ACS) and only letters and sealed parcels and stamped cards and postcards subclasses. Not available for Priority Mail or mail with special services (e.g., certified or registered mail).



**10 Cents**  
Prang (Early Card)  
Issued October 14, 1975



**10 Cents**  
Ghirlandaio (Madonna & Child)  
Issued October 14, 1975



**10 Cents**  
John Hancock  
Issued May 19, 1978  
Postal Card



**15 Cents**  
A Stamp and Envelope  
Issued May 22, 1978



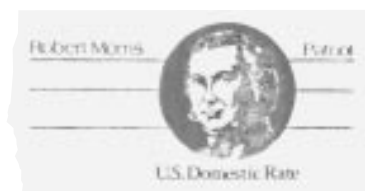
**18 Cents**  
B Stamp and Envelope  
Issued March 15, 1981



**12 Cents**  
B Postal Card  
Issued March 15, 1981



**20 Cents**  
C Stamp and Envelope  
Issued October 11, 1981



**13 Cents**  
Robert Morris  
Issued October 11, 1981  
Postal Card



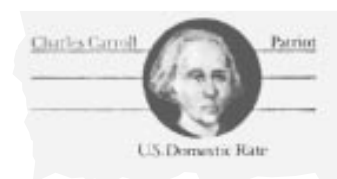
**20 Cents**  
Teddy Bear  
Issued October 28, 1981



**20 Cents**  
Botticelli (Madonna & Child)  
Issued October 28, 1981



**22 Cents**  
D Stamp and Envelope  
Issued February 1, 1985



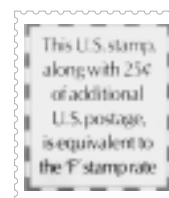
**14 Cents**  
Charles Carroll  
Issued February 1, 1985  
Postal Card



**25 Cents**  
E Stamp  
Issued March 22, 1988



**29 Cents**  
F Stamp  
Issued January 22, 1991



**4 Cents**  
Make-Up Rate  
Issued January 22, 1991

## Nondenominated Postage



**29 Cents**  
F EXTRAordinary Flag  
Issued January 22, 1991



**29 Cents**  
Antoniazzo (Madonna & Child)  
Issued October 17, 1991



**29 Cents**  
Santa's Visit  
Issued October 17, 1991



**29 Cents**  
Santa's Visit  
Issued October 17, 1991



**29 Cents**  
Santa's Visit  
Issued October 17, 1991



**29 Cents**  
Santa's Visit  
Issued October 17, 1991



**29 Cents**  
Santa's Visit  
Issued October 17, 1991



**10 Cents**  
Eagle and Shield  
Issued December 13, 1991



**32 Cents**  
G Old Glory Stamp  
U.S. Addresses  
Issued December 13, 1994



**3 Cents**  
G Make-Up Rate  
Stamp Only  
Issued December 13, 1994



**20 Cents**  
G Old Glory Stamp  
Postcard Rate Only  
Issued December 13, 1994



**25 Cents**  
G Old Glory Stamp  
First-Class Presort Only  
Issued December 13, 1994



**32 Cents**  
Love Stamp  
Issued February 1, 1995



**5 Cents**  
Butte  
Issued March 10, 1995



**10 Cents**  
Automobile  
Issued March 10, 1995



**25 Cents**  
Juke Box  
Issued March 17, 1995



**5 Cents**  
Sheep  
Issued March 10, 1995  
Envelope (Sizes #6 3/4 and #10)



**10 Cents**  
Graphic Eagle  
Issued March 10, 1995  
Envelope (Size #10)



**15 Cents**  
Auto Tail Fin  
Issued March 17, 1995



**5 Cents**  
Mountain  
Issued March 16, 1996



**Overview** Precanceled postage is an optional payment method for mailings at bulk or discount-rated First-Class or Standard Mail (A) rates. This payment method requires that a stamp be affixed to each piece.

**Fees** Mailer must complete Form 3615, *Mailing Permit Application and Customer Profile*, and submit it to the office of mailing. No permit application fee required.

**Postage and Payment Methods (P023)** Documentation: mailings of nonidentical-weight pieces and mailings that do not have full correct postage affixed to each piece must meet basic documentation standards in P012 unless excepted by standard in P023.1.  
Return address: complete domestic return address required. If return address is outside delivery area of post office of mailing, mailer must follow one of the options in P023.1.

**Amount of Postage** The value of precanceled stamps affixed to each piece in a mailing must be either the exact amount due or another amount permitted by standard. If the exact amount is not affixed to each piece, documentation meeting the basic standards in P012 and those applicable to the rate claimed must be submitted with the mailing unless excepted by P100 or P600. Refunds for overpayment must meet the standards in P014.

**Producing Precanceled Stamps** Selection produced by USPS for specific users; other stamps may be precanceled by the USPS (P023.1); other stamps may be precanceled by the mailer (P023.3), as described below.

Precancellation by Mailer

Application: complete Form 3615 for authorization to preprint rate markings or use a precancel postmark on adhesive stamps, postcards, and stamped envelopes (P023.3).

Authorization conditions: valid only for specimens accompanying application and approved for use. New Form 3615 required for each additional precanceled postmark format or preprinted marking used.

Format of Postmark and Required Content

- First-Class: day, month, and year of mailing. Standard Mail (A): month and year of mailing.
- Words "Mailer's Postmark" followed by permit number and lines to cancel postage stamps.
- Either the city, state, and 5-digit ZIP Code of the post office where the precancel permit is held and the mailing is deposited; or the words "Mailed From ZIP Code" followed by 5-digit ZIP Code of the office of mailing.

Mailer must use one of the format A designs in on reverse, except that format B may be used by mailers previously authorized. The only permissible alternative or modification to formats is the addition of a required rate marking.

**Mail Preparation and Sortation** Other markings and endorsements may be required on each piece under standards for the rate claimed or services requested (P023.1).

**Deposit** Deposit: generally, at post office where permit is held. Mail with precanceled postage must not be deposited in collection boxes (P023.1).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

## Precanceled Stamp

## Precanceled Stamp and Return Address

DONNA L HAUGHT  
6820 ALPINE ST  
ANNANDALE VA 22003-0001



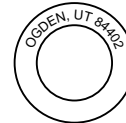
## Post Office Precanceled Postmarks

## Single Bar Precanceling

GRAYSON SUPPLY CO  
864 SUFFORK CIRCLE  
OGDEN UT 84402-0001

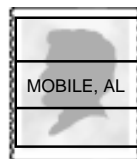


XYZ SALES  
PO BOX 1888  
PERMITTOWN PA 00001-0001



## City and State Precanceling

P KARSTEN CO  
123 NORTH ST  
MOBILE AL 00001-0001



## Rate Precanceling

P GOSLEE  
175 CONWAY RD  
WASHINGTON DC 20009-4214



## Mailer's Precanceled Postmarks

## Format A



MAILER'S  
POSTMARK  
PERMIT  
000



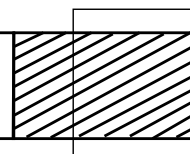
MAILER'S  
POSTMARK  
PERMIT  
000



## Format B



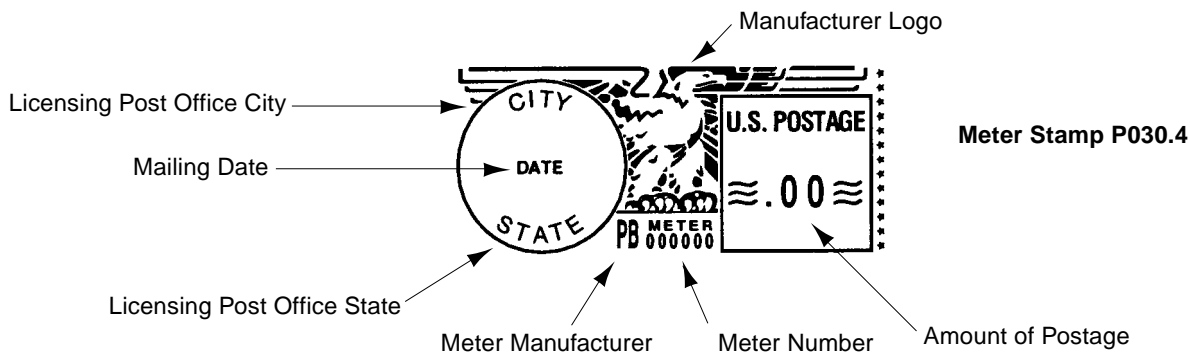
MAILER'S  
POSTMARK  
PERMIT 000



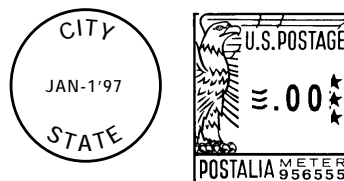
Used only if previously authorized.

|  |  |
|--|--|
| <b>Overview</b>                              | Postage meters are available only by lease from authorized manufacturers (P030.1). The USPS holds manufacturers responsible for the control, operation, maintenance, and replacement of their meters when necessary. No one other than the manufacturer may possess a postage meter without a valid USPS postage meter license and a rental agreement with the meter manufacturer. A customer may not possess a postage meter before the USPS sets, seals, and checks it into service. Postage may be paid by printing postage meter stamps on any class of mail except Periodicals.   |
| <b>Meter License</b><br>(P030.2)             | A mailer wanting to be licensed to use a postage meter must complete Form 3601-A, <i>Application or Update for a License to Lease and Use Postage Meters</i> , or a manufacturer's equivalent form and submit it to the post office where the mailer intends to deposit metered mail. A single application covers all meters licensed by the same post office, but a separate application must be submitted to each post office where the mailer wants to deposit metered mail. There is no fee for this application and license.  |
| <b>Licensee Responsibilities</b><br>(P030.2) | <p>After a meter is delivered to a licensee, the meter must be kept in the licensee's custody until returned to the authorized manufacturer or licensing post office. The licensee is prohibited from taking a meter outside the United States, its territories, or its possessions without written permission by the manager of Retail Systems and Equipment, USPS Headquarters.</p> <p>The licensee must immediately notify the licensing post office and manufacturer's representative of any change in the licensee's name, address, telephone number, or the location of meters.</p> <p>The licensee must report misregistering or otherwise defective meters to the manufacturer. In addition, the licensee must immediately report to the licensing postmaster and the manufacturer the loss or theft of any meter or the recovery of any missing meter.</p>  |
| <b>Amount of Postage</b>                     | The value of meter stamps affixed to each piece in a mailing must be either the exact amount due or another amount permitted by standard. If the exact amount is not affixed to each piece, documentation meeting the basic standards in P012 and those applicable to the rate claimed must be submitted with the mailing unless excepted by P100 and P600. Refunds for overpayment must meet the standards in P014.   |
| <b>Meter Stamps</b>                          | Meter stamps (printed meter impressions) must be legible and not overlap. Fluorescent ink is mandatory for meter postage on letter-size mail. Meter stamps must be printed or applied in the upper right corner of the envelope, address label, or tag. USPS-approved tape must be used when meter strips are printed on tape (P030.4).  |
| <b>Meter Date</b>                            | Except for prepaid reply postage, the month, day, and year must be shown in the meter postmark on all First-Class Mail, and on all registered, certified, insured, COD, special delivery, and special handling mail, whether the postmark is printed on the mailpiece or on a separate tape. The date (day, month, or year) may be shown on meter postmarks printed on a Standard Mail (A) or (B) mailpiece (P030.4). The month and year must be shown on meter postmarks printed on a separate tape for Standard Mail (A) and (B) pieces (P030.4).  |
| <b>Mail Preparation</b><br>(P030.5)          | The mailer must package five or more letter-size pieces with the addresses facing in one direction unless other standards apply because of the postage rate claimed.   |
| <b>Deposit</b><br>(P030.5)                   | <p>Deposit: generally, metered mail must be deposited at locations designated by the postmaster of the licensing post office (i.e., the post office shown in the meter stamp). Exceptions include:</p> <ul style="list-style-type: none"> <li>■ Fully paid, single-piece First-Class Mail, Standard Mail (A), Express Mail, or Priority Mail (up to 5 pounds) may be deposited in any street collection box served by the licensing post office.</li> <li>■ Express Mail may be mailed at an Express Mail acceptance facility under the jurisdiction of another post office if acceptance facilities are not available locally.</li> <li>■ Drop shipment of metered mail, covered in D072, may be used.</li> </ul> <p>This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.</p> |

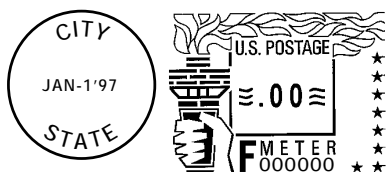
## Meter Stamp Designs



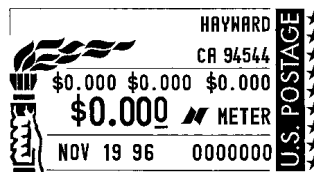
Ascom Hasler



Francotyp-Postalia



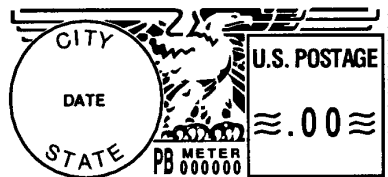
Neopost



Neopost

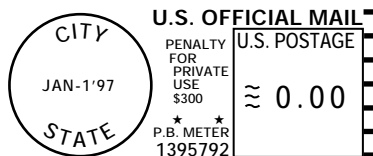


Pitney Bowes

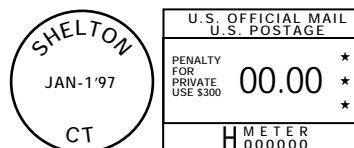


Pitney Bowes

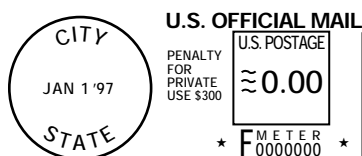
## Official Mail Only



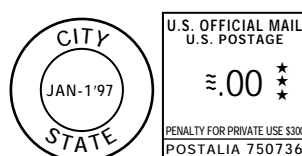
Pitney Bowes



Ascom Hasler



Neopost



Francotyp-Postalia

**Overview** Mailers may be authorized to mail without affixing postage if payment is made at the time of mailing from an advance deposit account. This payment method may be used to pay special service fees as well as postage. Each mailpiece sent under this method must bear a permit imprint indicia showing that postage is paid. These mailings must be presented for weighing unless otherwise authorized by the rates and classification service center (RCSC). Permit imprint mailings must contain at least 200 pieces or 50 pounds (P040.5), but higher volumes may be required for mail at some rates.

**Fees** (R900.14) A mailer must complete Form 3615, *Mailing Permit Application and Customer Profile*, and pay an \$85 one-time fee at the post office where mailings are made. If no mailings are made during a 24-month period, the permit is revoked. A separate annual bulk mailing fee may be due, depending on the class of mail to be prepared.

**Postage and Payment Methods** (P040) Producing imprints: embossed or unembossed permit imprints may be made by printing press, hand stamp, lithography, mimeograph, address plate, or similar device. They must not be typewritten or hand-drawn (P040.2).

Formats: permit imprints for ordinary mail, official mail, and Mailgrams must be prepared in one of the formats described in P040. See reverse for examples as applicable to the rate claimed or class of mail. Company-style imprints may be used, subject to P040.3.

First-Class Mail and Priority Mail (P040.3)  
Permit imprints for First-Class and Priority Mail must show city and state, "First-Class Mail," "Priority Mail," or "Priority" (as applicable), "U.S. Postage Paid," and permit number. The permit imprint may include the mailing date, amount of postage paid or number of ounces for which postage was paid, ZIP Code, and rate markings. The endorsement "Mailed From ZIP Code," followed by the 5-digit ZIP Code assigned to the post office of mailing, may be used instead of printing the city and state.

Standard Mail (P040.3)  
Standard Mail (A) and (B) permit imprints must contain the same information required for First-Class Mail imprints, except that the date and words "First-Class" or "Priority" or Priority Mail" must be omitted. The permit imprint may include the amount of postage paid, the weight of the piece, and rate markings as required.

**Mail Preparation and Sortation** All pieces in a permit imprint mailing must be of identical weight unless otherwise authorized by the RCSC (P040.5). Other markings and endorsements may be required by the standards of the rate claimed or service requested.

**Deposit** Mailings must be deposited at a business mail entry unit or other location designated by the postmaster. Mail must not be deposited in street collection boxes. Postage statements must be submitted as specified by P012 and the standards for the rate claimed.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

## First-Class Mail



FIRST-CLASS MAIL  
U.S. POSTAGE  
PAID .00  
PERMIT NO. 1

FIRST-CLASS MAIL  
U.S. POSTAGE  
PAID  
MAILED FROM ZIP CODE 10001  
PERMIT NO. 1

FIRST-CLASS MAIL  
AUTO  
U.S. POSTAGE PAID  
WASHINGTON, DC  
Permit No. 1



FIRST-CLASS MAIL  
U.S. POSTAGE  
PAID 1 oz.  
PERMIT NO. 1

PRESORTED  
FIRST-CLASS MAIL  
U.S. POSTAGE PAID  
New York, NY  
PERMIT NO. 1

FIRST-CLASS MAIL  
AUTOCR  
U.S. POSTAGE PAID  
WASHINGTON, DC  
Permit No. 1

## Standard Mail (A)



U.S. POSTAGE  
PAID .00  
PERMIT NO. 1



BULK RATE  
ECRWSS  
U.S. POSTAGE  
PAID  
PERMIT NO. 1

U.S. POSTAGE  
PAID  
MAILED FROM  
ZIP CODE 10001  
PERMIT NO. 1

U.S. POSTAGE  
PAID  
John Doe Company

U.S. POSTAGE  
PAID  
New York, NY  
Permit No. 1  
ZIP CODE 10001

BULK RT  
AUTO  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO. 1



BULK RATE  
U.S. POSTAGE  
PAID  
PERMIT NO. 1

BULK RATE  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO.1

BLK. RT.  
U.S. POSTAGE  
PAID .00  
MAILED FROM ZIP CODE 60607  
PERMIT NO. 1

BULK RATE  
AUTOCR  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO.1

BULK RATE  
ECRWSS  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO.1

STANDARD  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO.1



NONPROFIT  
U.S. POSTAGE  
PAID  
PERMIT NO. 1



NONPROFIT ORG  
U.S. POSTAGE  
PAID .00  
PERMIT NO. 1

NONPROFIT ORG  
AUTOCR  
U.S. POSTAGE  
PAID  
WASHINGTON, DC

## Standard Mail (B)

LIBRARY MAIL  
U.S. POSTAGE PAID  
MAILED FROM ZIP CODE 10001  
PERMIT NO. 1

BULK PARCEL POST  
U.S. POSTAGE PAID  
MAILED FROM ZIP CODE 10001  
PERMIT NO. 1

BOUND PRINTED MATTER  
BLK. RT.  
U.S. POSTAGE PAID  
New York, NY  
PERMIT NO. 1

PRESORTED  
SPECIAL STANDARD MAIL  
U.S. POSTAGE PAID  
MAILED FROM ZIP CODE 10001  
PERMIT NO. 1

These are only examples; not all possible variations are shown. When not in indicia, class or rate must be marked on mailpiece (see M012). See P040 (Exhibits 4.1a and 4.1b) for other examples.

### General Mailability Standards

All mailpieces (except keys and identification devices mailed under the applicable standards) that are 1/4 inch thick or less must be rectangular, at least 3-1/2 inches high, and at least 5 inches long. All mailable matter must be at least 0.007 inch thick, weigh no more than 70 pounds, and be no more than 108 inches in length and girth combined (C010). See appropriate Quick Service Guides for the eligibility and dimensional standards that apply to each class of mail or rate of postage.

### Mail Processing Categories (C050)

Based strictly on the physical dimensions of the mailpiece regardless of address placement, all mail is assigned to one of the five mail processing categories listed below.

#### Letter-Size Mail

Dimensions:

- At least 5 inches long, 3-1/2 inches high, and 0.007 inch thick.
- Not more than 11-1/2 inches long, 6-1/8 inches high, or 0.25 inch thick.

#### Flat-Size Mail

Dimensions:

- More than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 0.25 inch thick.
- Not more than 15 inches long, 12 inches high, or 0.75 inch thick (Standard Mail (A) Enhanced Carrier Route rate pieces may not be more than 14 inches long, 11-3/4 inches high, or 0.75 inch thick).

May be wrapped, unwrapped, sleeved, or enveloped.

For automation rate flats, see Quick Service Guide 820.

#### Machinable Parcels

Dimensions:

- At least 6 inches long, 3 inches high, 0.25 inch thick.
- Not more than 34 inches long, 17 inches high, 17 inches thick.

Weight: at least 8 ounces, but not more than 35 pounds (books and other printed matter, 25 pounds); pieces between 6 and 8 ounces are machinable if all sides are rectangular and meet or exceed the other minimum dimensions.

#### Irregular Parcels

Parcels that do not meet the dimensional criteria of machinable parcels and other parcels that cannot be processed by parcel sorters, including:

- Rolls and tubes up to 26 inches long and merchandise samples not individually addressed.
- Unwrapped, paper-wrapped, or sleeve-wrapped articles that are not letter-size or flat-size.
- Articles enclosed in envelopes that are not letter-size, flat-size, or machinable parcels.

#### Outside Parcels

Parcels that exceed the dimensions and standards for the other categories. (See C050.6 for specific criteria.) Might be subject to surcharge (E620.2).

### Packaging and Acceptability (C010)

The USPS accepts properly packaged and marked parcels but reserves the right to refuse nonmailable or improperly packaged articles or substances. Items must be packaged to withstand mail processing and transportation (C010.3). Markings for handling, content, and service are placed below the postage and above the address (C010.8).

### Restricted and Nonmailable Matter (C020, C030)

For restricted or nonmailable articles or substances, see C020. For nonmailable written, printed, and graphic matter, see C030.

Additional Resources:

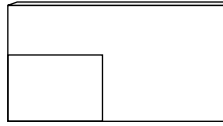
Pub. 52, *Acceptance of Hazardous, Restricted, or Perishable Matter*

Pub. 14, *Prohibitions and Restrictions on Mailing Animals, Plants, and Related Matter*

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

## Basic Mailability and Processing Categories

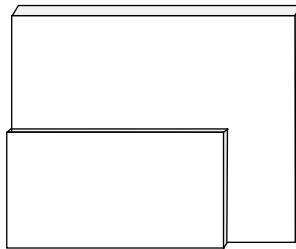
## Letter-Size Mail



|           | Minimum | Maximum |
|-----------|---------|---------|
| Height    | 3-1/2"  | 6-1/8"  |
| Length    | 5"      | 11-1/2" |
| Thickness | 0.007"  | 1/4"    |

## Flat-Size Mail

May be wrapped, unwrapped, sleeved, or enveloped.



|                     | Minimum* | Maximum |
|---------------------|----------|---------|
| Height more than    | 6-1/8"   | 12"     |
| Length more than    | 11-1/2"  | 15"     |
| Thickness more than | 1/4"     | 3/4"    |

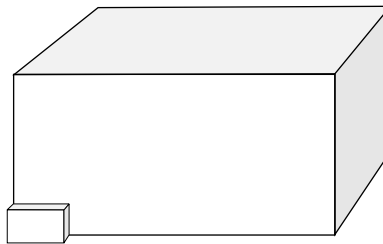
**Standard Mail (A) Carrier Route Flat**

|                     |         |         |
|---------------------|---------|---------|
| Height more than    | 6-1/8"  | 11-3/4" |
| Length more than    | 11-1/2" | 14"     |
| Thickness more than | 1/4"    | 3/4"    |

\*Must exceed at least one of these letter-size maximums.

## Machinable Parcels

Weight: at least 8 ounces, but not more than 35 pounds (books and other printed matter, 25 pounds); pieces between 6 and 8 ounces are machinable if all sides are rectangular and meet or exceed other minimum dimensions.

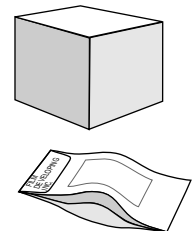
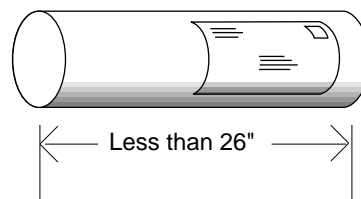


|           | Minimum | Maximum |
|-----------|---------|---------|
| Height    | 3"      | 17"     |
| Length    | 6"      | 34"     |
| Thickness | 1/4"    | 17"     |

## Irregular Parcels

Parcels that do not meet dimensional criteria of machinable parcels and other parcels that cannot be processed by parcel sorters, including:

- Rolls and tubes up to 26 inches long and merchandise samples not individually addressed.
- Unwrapped, paper-wrapped, or sleeve-wrapped articles that are not letter-size or flat-size.
- Articles enclosed in envelopes that are not letter-size, flat-size, or machinable parcels.

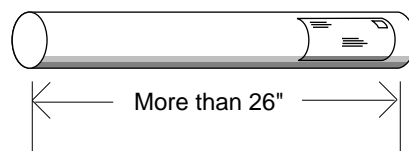


## Outside Parcels

Parcels that exceed dimensions and standards for other categories. (See C050.6 for specific criteria.) May be subject to surcharge (E620.2).



Metal-strapped boxes



Liquid containers